

# JOINT EXECUTIVE COMMITTEE

## MEETING MINUTES



**Date:** June 6, 2019

**Location:** Waukesha County Business Alliance  
2717 N Grandview Blvd, Suite 300, Waukesha, WI

**Members Present:** John Heyer, Dawn Schicker, Tom Hostad, Lisa Geason-Bauer, John Bloor, Kurt Schmidt, Paul Decker, William Mitchell, Don Kriefall

**Others Present:** Laura Catherman, Beth Norris, Cindy Simons, Renee O'Day, Andrew Thelke

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Mr. Heyer called the meeting to order at 8:01 am.

### **Review and Approval of Meeting Minutes**

Mr. Schmidt moved to approve the June 7, 2018 meeting minutes as presented. Ms. Geason-Bauer seconded. The motion carried unanimously.

### **Review and Approval of Draft Fiscal Year 2019-2020 Budget**

Ms. Catherman provided an overview of WIOA and Windows to Work funding allocations and funding trends over the last five years. Both Wisconsin's and WOW's share of funding has decreased during the five-year period due to strong economic conditions. Ms. Catherman also provided an overview of the funding formula that is used to distribute WIOA funds at the federal and state level. The committee discussed keeping a close eye on funding projections as we move into 2020.

Ms. Catherman presented the draft proposed budget for the 2019-2020 fiscal year. Ms. Catherman noted that the Board typically budgets to carry 20% of the funding allocation into the following fiscal year to ensure a smooth transition and lessen the effects of any significant funding changes. Initial estimates for WIOA Rapid Response and Windows to Work were provided as final allocations and contracts have not yet been received. WIOA Rapid Response is projected to decrease while Windows to Work is projected to remain funded at the same level.

Mr. Decker moved to approve the proposed fiscal year 2019-2020 draft budget. Ms. Geason-Bauer seconded. The motion carried unanimously.

### **Review and Approval of Service Providers for Fiscal Year 2019-2020**

Ms. Catherman provided an overview of the process, proposals received, and composite scores. The Workforce Development Board enlisted Waukesha County Department of Administration's Purchasing Division to competitively procure WIOA Adult/Dislocated Worker, WIOA Youth, and Windows to Work services in accordance with provisions of the Workforce Innovation Opportunity Act, Wisconsin Department of Corrections, and Workforce Development Board policies. Notice of the RFPs was done through public notice in the Journal Sentinel as well as through email to a bidders list. Only one entity, Forward Careers, Inc., responded to each RFP.

The review panel's composite scores for each proposal were 94.2%, 94.0%, and 92.0%, respectively. The review panel recommended selecting Forward Careers, Inc. as the service provider for all three contracts. The panel noted

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strong performance, experience, and comprehensive approaches. The committee discussed ways to increase the number of bidders as well as the process for revising budgets according to actual allocations.

Ms. Geason-Bauer moved to approve Forward Careers, Inc. as the service provider for WIOA Adult and Dislocated Worker, WIOA Youth, and Windows to Work for fiscal year 2019-2020. Mr. Mitchell seconded. The motion carried unanimously.

#### **Update on One-Stop Operations**

Ms. Norris provided a one-stop operator report which included updates on:

- Customer service results;
- Job center visits by each location including historical trends; and
- Recent activities.

The one-stop operator is tasked with convening the workforce system partners, ensuring the system is integrated, accessible, and includes American Job Center branding requirements, meeting job center certification expectations, and assisting the Board with developing memoranda of understanding for each job center.

Recently, the one-stop operator completed a LEAN six sigma project and engaged the Studer Group to improve organizational excellence and customer service.

#### **Update on Strategic Projects for Fiscal Year 2019-2020**

Due to limited time, Ms. Catherman provided brief updates on the following items:

- The Workforce Network: The Board is getting closer to launching a collaborative website that will allow the community to access information on the numerous workforce programs and services in one convenient, self-serve location.
- Strategic Planning: The Board will be engaging in strategic planning in the fall of 2019.
- Regional Planning: The Board will continue to engage with Employ Milwaukee and the Southeast Wisconsin Workforce Development Board to create a WIOA Regional Plan. The timeline on this will be determined later this year.
- Workforce Development Center Relocation: Ms. Catherman and Ms. Norris are working with Waukesha County Technical College and the one-stop partners to develop plans for a potential relocation and remodeling project in 2020.

#### **Other Business**

With no other business, the meeting adjourned at 9:06 am.

Respectfully submitted by:



Laura Catherman